

ANNOUNCEMENT NUMBER: 2008-34

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant/Protocol Assistant

OPENING DATE: December 19, 2008

CLOSING DATE: January 02, 2009

WORK HOURS: Full-time;

LENGTH OF HIRE: Temporary position until June 2009

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bishkek is seeking an individual for temporary position of CLO Administrative Assistant/Protocol Assistant in Community Liaison Office and Executive Office.

BASIC FUNCTION OF POSITION

Community Liaison Office (CLO): CLO is a mandatory ICASS package and as such serves all participating USG agencies at post. The CLO is a rated ICASS service provider whose base constituency includes all direct-hire employees, family members and members of household. The Bishkek Community Liaison Office serves an American client base of approximately 80 people. In addition, the CLO program regularly provides services to TDYers, contractors, LES, and the greater U.S. Military community attached to Manas Air Base. The Community Liaison Office Assistant (CLO Assistant) assists the CLO Coordinator (CLO) in the development and management of post programs to maintain high morale of community members. The CLO Assistant identifies needs within the post community and responds with effective programming, information and resources and referrals. The incumbent works under the loose supervision of the CLO and is expected to interact independently with CLO clientele to develop CLO materials/programs, and to generate ideas for CLO events.

Chief of Mission and Executive Office: Working in conjunction with the Ambassador's Office Management Specialist (OMS), the incumbent serves as a Protocol Assistant to the Ambassador and other mission officials as required, planning and coordinating various functions; coordinating the Ambassador's meetings with senior Government

officials and other dignitaries, acts as an interpreter from English into Russian or vice versa for the Ambassador and other mission officials; translates correspondence addressed to the Ambassador into English; and translates letters, diplomatic notes and other correspondence into Russian.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: A university degree in Social Sciences is required.
2. Prior work experience: Two years of office experience, including at least one year of interpreting or translating, involving English as one of the languages.
3. Language Proficiency: English-level IV/IV (fluent)(written/spoken), Russian level IV/IV (fluent)(written/spoken) are required.
4. Knowledges: In-depth knowledge of the U.S. Mission in Bishkek and excellent knowledge of the Kyrgyz political system, government leaders, and social mores is required. Good working knowledge of the Department of State protocol and correspondence instructions and procedures is required.
5. Skills and abilities: Excellent organizational skills to assist in planning and directing social and diplomatic functions are required. Good oral and written communication skills are required. Ability to exercise excellent interpersonal skills is required. Ability to determine and set priorities effectively for a minimum of 30 days is required. Demonstrated ability to use the internet for research is required. Ability to develop and maintain access to local businesses and non-government organizations (NGOs) is required. Demonstrated skills in computer word, spreadsheet and newsletter publishing software are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. (As required): The candidate must be able to obtain and hold a (insert appropriate level) security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or
a current resume or curriculum vitae that provides the same information as an OF-612;
plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Unit
U.S. Embassy Bishkek
Address: Prospect Mira, 171
Or e-mail: BishkekHR@state.gov

POINT OF CONTACT

Telephone: +996-312-551-241
(Ask telephone operator to transfer the call to the Human Resources Office)

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: JANUARY 02, 2009

The US Mission in Bishkek provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.